



JAMHURI YA MUUNGANO WA TANZANIA
FOMU YA MAOMBI YA LESENI YA BIASHARA
(BUSINESS LICENSE APPLICATION)

Kifungu cha 11 (1) cha sheria ya Leseni za Biashara Na. 25 ya mwaka 1972 (issued under section 11 (1) of Act No. 25 of 1972).

1. Jaza fomu mbili (2) kwa maombi ya leseni kundi “A” na fomu moja (1) kwa kundi “B”. futa isiyohusika kila kwenye alama ya nyota (*) fill in two (2) forms for license in schedule “A” and one (1) for schedule (B).
2. Maombi yanayorudiwa yapelekwe moja kwa moja kwa afisa mtoaji leseni anayehusika (angalia makundi “A” na “B” ukurasa 3-4) kwa uamuzi baada ya kujazwa na muombaji. (Applications for renewal should be sent directly to relevant licensing officer (see schedule “A” and “B” page 3 and 4).
3. Maombi mapya yanayopitia ngazi zote za mwanzo (Tazama kifungu (14) ni yale ya kundi “B” pekee. (Item no. 14 (i) – (ii) applies to new license in schedule “B” only).
4. Leseni itakayotolewa bila kukamilika ngazi zinazoihusu haitatambuliwa kuwa leseni halali. (Any license issued without undergoing the prescribed procedures is illegal).
5. Muombaji atakayetoa maelezo ya uongo atashitakiwa au ombi lake kukataliwa (an applicant who give false information may be used or his application may be rejected).
6. Viwango vya ada za leseni vitarekebishwa mara kwa mara kulingana na kifungu cha S (2) cha sheria ya Leseni za biashara Na. 25 ya mwaka 1972. (License fee will be reviewed from time to time as per section 8 (2) of Act 25 of 1972).
7. Maombi ya leseni yasihusishwe na ulipaji wa michango au malipo mengineyo yoyote yasiyohusu sheria hii isipokuwa ada ya leseni ya biashara, faini au adhabu pale inapohusu chini ya sheria hii. (Compulsory collection of fees/ contributions from applicant other than those prescribed in the schedule to Act. 25 of 1972 and in the current finance Act are illegal).

- i. Jina la Mwombaji (Taja kama ni Kampuni, Jina la biashara au mtu binafsi) (Name of applicant – Co; or natural person)
- ii. Namba ya Hati ya kuandikishwa (Reg. /Cert. of Incorp. No.).....
- iii. Uraia wa mwenye biashara (mwenye hisa) (Shareholder’s citizenship).....
- iv. Anuani ya posta (Postal Address)* Mji/Kijiji
(town/ village) Simu (Telephone)
Fax No. E-mail
- v. Wilaya (District) Kata (ward)
Mtaa (street)
- vi. Namba ya kiwanja cha biashara (Business premises) Plot No.Block
..... Nyumba Na. (House No.)
- vii. Namba ya leseni iliyomalizika (iwapo ni ombi jipya andika mpya) (No. of previous license/ state
if new Tarehe ilipotolewa (date of issue)
Tarehe ya mwisho ya kutumika (expiry date)Ada iliyolipwa (fee
paid).....

8. Namba ya mlipaji kodi (Tax Payer Identification Number) TIN
9. Jina la Mkurugenzi au Meneja (Director's manager's name)
.....
10. Aina ya biashara inayoombwa (line of business being applied)
.....
(Tazama baadhi ya makundi ya aina za biashara kwenye fomu hii uk. 3-4. (See some business categories/ lines in this form page 3 – 4). Kama aina ya leseni unayoomba haipo katika orodha, iandike (if the line not listed- simply write it).
11. Ikiwa leseni inayoombwa ni kwa ajili ya tawi (branch) la biashara yako basi eleza. (State whether it is Branch/ Subsidiary License).
- a. Namba ya leseni yako kuu (No.of Principal License)
- b. Ada iliyolipwa (fee paid)
12. Umewahi kuhukumiwa kwa kosa lolote la jinai katika miezi kumi na miwili iliyopita? Ndiyo/ Hapana, kama ndio eleza kosa. (Have you ever been convicted for any criminal offence for the last 12 months? Yes/ No. Explain if yes).
13. Uthibitisho wa Mwombaji (certificate of Applicant):
*Ninathibitisha/ Tunathibitisha kwamba yote yaliyoelezwa hapa juu ni ya kweli kama ni juavyo/tujuavyo na niaminiyo/ tuaminivyo. (I/ We declare that the above information is correct to the best of my knowledge/ our knowledge).
Tarehe ya kujaza Fomu (date of application)
- Saini ya Mwombaji au Mkurugenzi kwa niaba ya Kampuni iliyo "Limited". (Applicant/ Director's Signature)
- Mhuri (rubber stamp)

14. Maoni/ uamuzi kuhusu maombi (for official use at Village/Land/Health and Licensing committees).

		Apewe/ Asipewe	Maelezo	Tarehe	Saini/ mhuri
i	Serikali ya kijiji (maombi mapya) ya vijiji kundi B				
ii	Afisa wa Afya (maombi yote mapya) ya Hotel za kawaida, vilabu vya pombe, utengenezaji/ uuzaji vyakula na vinywaji				
iii	Afisa Biashara (Maombi yote)				
iv	Afisa Mipango Miji/Halmashauri ya Wilaya/ Manispaa/ Jiji				
v	Halmashauri ya Wilaya/Mji/Manispaa/ Jiji/ Wizara				

15. Kwa matumizi ya ofisi tu (for official use only).

Ada iliyolipwa sh. Namba ya stakabadhiya
tarehe20..... saini na mhuri wa mpokeaji.....

Namba ya Leseni ya tarehe20.....
Saini na mhuri wa mpokeaji

KUNDI ``B`` (LINES OF BUSINESS SCHEDULE ``B``)

Maombi yapelekwe Halmashauri ya Wilaya./Mji/Manispaa/Jiji ambayo pia itapokea ada na kutoa leseni (To be sent to licensing officer of District/Town/Municipal/City council who will also collect the licensing fees and issue the license).

1. Wakala wa Bima (Insurance Company).
2. Mgahawa Hotel za kawaida , Nyumba za kulala wageni (Restaurants and Ordinary Hotels and guest Houses).
3. Mnada (Auctioneer).
4. Kutembeza bidhaa (Internet trade).
5. General merchandizing (Super markets, department store etc).
6. Kampuni za Biashara za Mikoa (Regional Trading companies).
7. Vyama vya Ushirika (Co-operative societies).
8. Uuzaji Bidhaa jumla (Wholesale trade).
9. Ujenzi wa kondrasi (Building contractors, Electrical contractors, Mechanical contractors, Civil workers contractors etc.)
10. Utaalamu au ushauri wa kitaalamu (Specified professionals).
11. Uchapishaji vitabu na magazeti (Printing and publishing of books and newspapers).
12. Vipuri (Spare parts, Machines tools).
13. Udalali (Brokers).
14. Usafirishaji wa mijini (Transportation of passengers within the city Municipal and Township).
15. Viwanda vidogo (Small scale manufacturing and selling).
16. Simu za kwenye vibanda (Attended Telephone services).
17. Biashara yoyote ambayo haikutajwa na ambayo haina sura ya kitaifa au kimataifa na isiyoongonzwa na sera (Any other business which is not of National/International nature or government/ preceded by policy).

MASHARTI YA KUOMBA LESENI YA BIASHARA (Application requirement for business license). FOMU ZA MAOMBI ZIAMBATANISHWE NA (Attach application form with):-

1. Photocopy of certificate of incorporation or Registration, kama ni jina la biashara (Attach photocopy of certificate of incorporation in case of company) or Certificate of Registration incase of Business name and extract).
2. Kama ni kampuni “Memorandum and Articles of Association” ambazo zitaonyesha kuwa kampuni imeruhusiwa kufanya biashara inayoiomba (Memorandum and Articles of Association showing among other things that objectives of the company allows to it to do the business but which is being applied).

3. Uraia: photocopy ya passport ya Tanzania au cheti cha kuzaliwa au cheti cha kiapo (Affidavit) kuonyesha kuwa ni Mtanzania na kama ni mgeni alete hati ya kuishi nchini daraja la “A” (Residence permit class “A”) inayomruhusu kuwekeza katika biashara hiyo (Proof of Tanzania citizenship example photocopy of passport (Birth certificate or in case of non- citizenship, Residence permit class “A” showing the holder to be investor in that company/Business).
4. Endapo wenye hisa wote wa Kampuni wapo nje ya nchi itabidi maombi yaambatane na hati ya kiwakili (Power of attorney), (In case the shareholder of the company are non – resident power of attorney to citizen /resident should be submitted/Attached).
5. Alete ushahidi wa maandishi kuwa ana mahali pa kufanya biashara, (Proof by The Application having a suitable business premises for the business applied.(The following can be submitted as a proof of copy of title deed, Tenancy Agreements, Receipts of rent or Property payment).
6. Hati ya kujiandikisha kama mlipa kodi TRA (Tax payer Identification number (TIN)).
7. Hati ya kuthibitisha kuwa mfanyabiashara amelipa kodi (Tax Clearance Certificate).